

DIGITAL ARCHIVES IMAGING GUIDELINES

TEXT DOCUMENTS

Original Size	Letter, Legal and smaller	14" and longer	Custom
Spatial Resolution	400 PPI	300 PPI	4000 / longest side = PPI
Bit Depth	8 or 16 bit grayscale ¹ 48 bit RGB color	8 or 16 bit grayscale 48 bit RGB color	8 or 16 bit grayscale 48 bit RGB color

GRAPHIC MATERIALS

Engraving, lithography, line art, graphs, illustration, technical drawings. Use Photographs specifications for fine detail.

Original Size	8" and smaller	9" to 16"	17" and longer	Custom
Spatial Resolution	800 PPI	600 PPI	400 PPI	6000 / longest side = PPI
Bit Depth	16 bit grayscale 48 bit RGB color			

PHOTOGRAPHS

Original Size	Up to 14"	14" and longer	Custom
Spatial Resolution	800 PPI	600 PPI	8000 / longest side = PPI
Bit Depth	16 bit grayscale 48 bit RGB color	16 bit grayscale 48 bit RGB color	16 bit grayscale 48 bit RGB color

FILM

For negatives, slides and transparencies use the guidelines for the original format and size to achieve the desired number of pixels on the longest side. Common sizes are listed here.

Original Size	16mm Microfilm	35mm Microfilm	35mm Negative	4x5 Negative
Spatial Resolution	300 PPI	200 PPI	2800 PPI	800 PPI
<i>small print or fine detail</i>	600 PPI	400 PPI	4000 PPI or device maximum	1600 PPI
Bit Depth	8 bit grayscale	8 bit grayscale	16 bit grayscale 48 bit RGB color	16 bit grayscale 48 bit RGB color

¹ 8 bit grayscale for typewritten documents and 16 bit grayscale for handwritten documents

ACCESS IMAGES

	Access
Spatial Dimensions	Result from resizing spatial resolution
Spatial Resolution (Pixels per Inch)	150 PPI
Bit Depth	1 bit bitonal 8 bit grayscale 24 bit RGB color
File Type	JPEG (“High Quality”)

BIBLIOGRAPHY

BCR. "CDP Digital Imaging Best Practices 2.0." June 2008.